



Venue Hire Costing and Contract for Weddings 2019

Thank you very much for considering Otjiwa Safari Lodge as an option to celebrate your special day with us. If you decide on making us a part of your special day, we would love to have at least **three meetings** with the couple, this would help us to make sure we can serve you the best.

Otjiwa Safari Lodge has three different ceremony venue's to be hired for a wedding.

1. Bush venue at old ruins, we can set up a cuppa and seating for guest.
2. Dam venue, venue that overlooks the whole dam – this venue does have a power point (most beautiful during summer season)
3. For smaller groups the lodge itself can be used as a ceremony venue.

Venue Fee:

High season (Jun – Nov)

Low Season (Dec – May)

1. Small/medium venue: 15-50 guest
High Season N\$15 000.00 Low season N\$ 12 000
2. Large Venue: 50-150 guest
High Season N\$22 000.00 Low Season N\$ 20 000
3. Breakage fee of **N\$5000.00** will be charged upfront and will be paid back after the wedding if nothing has been damaged or broken.



The hiring of the venue includes the following:

- Waiters & barman until 21:00pm
- Round or rectangular tables, tablecloths, chairs (red conference chairs) crockery, cutlery, glassware.
- Dining hall
- Seating for ceremony
- Ceremony venue
- Tables for pre-drinks
- Cooling facilities for own drinks to hire at N\$500.00

We offer the following extra services:

1. Braai for the Friday night
 - Rate of N\$250 pp. (includes 3 meats, 2 salads, roasted vegetables & homemade roosterkoek/bread.)
2. Pre-drinks or Canapes.
 - From the catering menu there is a few options for canapes to choose from. Prices will be dependent on choices.
 - Homemade Ice-tea can be offered for N\$10.00 per person.
 - Still water/sparkling water N\$10.00 per bottle.
 - Alcoholic beverages will be quoted separately.
3. Buffet for the wedding day:
 - Buffet prices are depending on choices from the catering menu.
 - Quote will also be sent separately for chosen buffet options.



- Corkage fee of a N\$1000.00 per bottle will be charged for wine and champagne for reception.
- Waiters until 21h00, after that it would be N\$50.00 per hour per waiter.
- Barmen until 11h00, after that it would be N\$150.00 per hour per barman.

4. Accommodation B&B (wedding guest get 25% discount – discount not calculated yet)

Elegant Rooms – 17 Rooms

2 Nights BB per person sharing / per night N\$ 1431.00

2 Nights BB Single Supplement Per Night N\$ 517.50

1 Night BB per person sharing N\$ 1590.00

1 Night BB Single Supplement Per Night N\$ 575.

Family Chalets - 7 Chalets suitable for 4 pax

Bed and Breakfast

2 Nights BB per person sharing / per night N\$ 1288.00

2 Nights BB Single Supplement Per Night N\$ 517.50

1 Night BB per person sharing N\$ 1431.00

1 Night BB Single Supplement Per Night N\$ 575.

Kids under 2 stay for free

Kids between 2 and 12 years – 50%

Family Chalets Self-Catering

2 Nights DBB per person sharing / per night N\$ 1115.00

2 Nights DBB Single Supplement Per Night N\$ 517.50



- 1 Nights BB per person sharing N\$ 1238.00
- 1 Nights BB Single Supplement Per Night N\$ 575

Campsites – we have 10 campsites with 3 only having power points. With 2 very nice ambulation blocks

Camping price per person N\$ 150 (excluding breakfast)

Guide Rooms B&B N\$ 600 (No discount)

There are 3 guide rooms that can be used for suppliers such as DJ, photographer etc.

5. Available activities from the day before.

- 2 hours Game Drive at N\$300.00 pp (includes a drink)
- 2 hours Game walk with guide N\$80.00 pp
- Swimming pool facilities (swimming towels at reception)

6. Cancellation Policy:

- 3 months prior to booking 25% of invoice
- 2 months prior to booking 50% of invoice
- 1 month prior to booking 100% of invoice.

Terms & Conditions:

- All décor and personal items must be removed from the venue by 12:00pm on the day after the wedding, in order for us to clean the venue.
- Final guest numbers must be sent to the management **14 days** prior the wedding.
- Otjiwa Lodge takes no responsibility for lost or damaged items. No staff will take responsibility of personal items of the wedding attire.



- Guest will be charged separately for any damages in the rooms.
- **Full** payment must be received 14 days before the wedding in order to finalize all options & catering.
- Music must stop at 24:00, and the venue will then be closed. Anything after that will be charged N\$ 1500.00 per hour.
- No dancing on tables or chairs.
- No candles may be used without candle holders on the white table cloths, in order to prevent the candlewax from dripping on tablecloth. If tablecloths are damaged – the breakage fee will be hold back.
- All broken crockery and glassware will be charged for.
- Only **cash bar** will be offered – no tabs/accounts.
- No nails or permanent fixtures are allowed to be set up.
- No gum/press tick are allowed to be put up against the walls.
- A signed copy of the contract must be sent to management and it will be seen as an acceptance of the terms & conditions.

Contact persons:

1. Marquerite Muller

Events & Management

Marquerite@otjiwa.com.na

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+264 81 488 6323

2. Schalk Muller

Bar & Management

Schalk@otjiwa.com.na

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3. Clementia Narris

Bookings & Invoicing

info@otjiwa.com.na

+264 67 306 671



Banking Details:

OTJIWA SAFARI LODGE

First National Bank

Account no: 622 427 549 94

Branch no: 280673

*Please send proof of payment to info@otjiwa.com.na

Contract:

Name & Surname of Bride

Name & Surname of Groom.....

Date of Wedding.....

Contact details of Groom: Cell..... email:

Bride: Cell..... email:.....

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Bride Signature

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Groom Signature

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Date: